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HEADQUARTERS OPERATIONS, MAINTENANCE
AND ENGINEERING DIVISION, OL
WEEKLY REPORT PERIOD ENDING 7 NOVEMBER 1984

I. Progress Report on Tasks Assigned by DCI/DDCI:

No tasks assigned during this reporting period.

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II. Items/Events of Major Interest:

a. Delay in Renewal of FY 1985 Shuttle Service

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yes!
Contract: The renewal of the FY 1985 shuttle service contract with Beltway Limousine Service has been temporarily delayed due to an inquiry from the Audit Staff, Department of Labor, in regard to missing wage determinations and the applicability of the Service Contract Act to the FY 1984 contract.

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After consulting with the Logistics and Procurement Law Division, Office of General Counsel, and the Procurement Management Staff, Office of Logistics (OL), about the possibility of the impact on all Agency service contracts, it was decided that a request to the Department of Labor for a wage determination would be made for this contract. All of its requirements will be incorporated into this contract and retroactively applied as necessary. Pending resolution, the shuttle service has been continued on an interim basis.

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b. Proposal for the Lease of Warehouse Space: At the request of the Agency,

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no
[redacted] submitted a proposal for the lease of warehouse space in the [redacted]. Utilization of this space will solve many current and future storage problems and allow better logistics functioning during [redacted] contract term. The estimated cost of this lease is approximately [redacted].

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NO
c. Employee Art Exhibit: On 5 November 1984 the Employee Art Exhibit was mounted in the 1D Corridor of the Headquarters Building and is scheduled to run for one month. The exhibit is under the auspices of the Employee Activity Association and is comprised of mostly paintings and drawings, with some pieces of sculpture.

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d. Special Functions - Executive Dining Room: A large number of Foreign Service Officers are expected to attend a wine and cheese party on Thursday evening, and there will be a reception on Friday evening for the attendees of the Career Development Course. Special trays of food for lunch are being prepared in the Executive Dining Room for the group that is studying the proposed computer move.

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f. Relocations at Headquarters Building: Building Services Section (BSS), Special Services Branch, HOME/OL, assigned three movers to the Office of Central Reference, DI, for the week of 5 November to relocate furniture as required within Room 1H39.

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On 31 October 1984 BSS relocated five work positions for the Administrative Office, DCI, from Room 7B35 to 7E13.

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Eleven workstations within Rooms 3E-0109, 3D15, and 3D18 were relocated on 5 November 1984 for the International Activities Division, DO.

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g. Delivery of Magnetic Tapes: On 2 November 1984 BSS delivered 144 boxes of classified magnetic tapes to for burning.

yes ✓
h. Pedestrian Tunnel Repair: The contractor worked on Saturday, 3 November 1984, to remove steps and to finish removing the old waterproofing. During the week of 5 November, existing cracks will be repaired and the new "Thoroseal Parget" topping course will be applied. It will take five to seven days for the parget topping course to cure.

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yes ✓
i. Seventh Floor Terrace and Penthouse Roof Replacement: All hot asphalt work to 7B Corridor roofs will be completed on 6 November 1984. The contractor will return to this area at a later date to replace flashing and gravel.

yes ✓
Beginning Wednesday, 7 November 1984, a crane will be set on the grass adjacent to the VIP Parking Lot, and work will begin on the back side of 7D and 7E Corridor roofs.

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j. 6F/7F Watch Office Renovations: A Phasing^{construction} Schedule was submitted by [] The Office of Current Production and Analytic Support (CPAS) has reviewed and approved the Phasing Schedule as follows:

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Phase One 29 October 1984 - 21 January 1985
 Phase Two 21 January 1985 - 18 March 1985
 Phase Three 18 March 1985 - 8 July 1985
 Phase Four 8 July 1985 - 15 August 1985

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[] began Phase One construction as scheduled.

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Cafeteria Renovations:
 A. North Cafeteria: Demolition of the North Cafeteria ceiling is nearing completion. Approximately 85 percent of the new dry wall ceiling has been hung, and all electrical systems have been removed. Temporary lighting is in place and operational. The serving tray cart cubicles have been removed along with the wood lattice framework covering the air return grills.

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B. South Cafeteria: Temporary lighting is in place and operational in the South Cafeteria. Demolition is continuing in the Loft area and is approximately 85 percent complete. Two serving tray cubicles have also been removed. Work is scheduled to resume on 9 November 1984.

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m. Other Renovations at Headquarters:

5E Renovations: The project remains at a standstill pending some occupants moving circa 9 November 1984.

1H39 Renovations: The contractor worked on Saturday and Sunday, 3 and 4 November 1984, to do electrical work during a scheduled power outage.

7B Corridor Renovations: Core drilling for power and telephones was accomplished the week of 29 October 1984. Demolition work continues, and some new partition construction is underway.

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n. Chilled Water Outage - 17 November 1984: The aborted 19 October chilled water outage has been rescheduled for 17 November 1984. Affected components have been advised. All chillers have been given extensive preventative maintenance, and various controls, valves, etc. found to be inoperative have been replaced. "As built" drawings have been created and operating instructions developed. Chillers will be placed on line on 11 November and run underload in preparation for the outage.

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o. Headquarters Operations and Maintenance Transition:

p. Status of OL/HOME Wang Project: OL/HOME's Wang equipment is due to arrive on or before 23 November 1984.

Electrical work has been done on the third and sixth floors, with exception of Vault 3E37, which has to be cleaned out before electrical work can commence. Work should begin in Room 1J45 this week, and only the ground floor work remains to be done.

The Word Processing Branch, Office of Data Processing, has advised that cabling work will be started within the next two weeks. The cost of this work has now risen to approximately

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The computer room, 3F1403, has been painted. The air handling unit, which was shipped on 5 November, should arrive on or about 15 November, and installation should take about ten days. The computer room can then be carpeted and equipment installed.

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Training forms are being sent to the Personnel and Training Staff, OL, who will schedule training during months of December, January, and February. The Wang System Administrator will be available to help employees learn basic steps to log on, edit, create, etc., until training can be scheduled.

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Mini-bus services were provided for OL/Supply
Division on Sunday, 4 November 1984.

III. Significant Events Anticipated During the Coming Week:

None.

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Chief
Headquarters Operations, Maintenance
and Engineering Division, OL